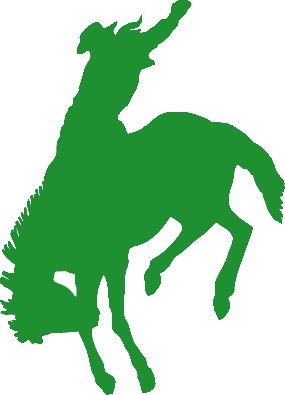
****Plateau Valley High School

Business and Technology

**Mrs. Wendy Nichols**

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Wiki site:

http://[www.pv-businessandtech.wikispaces.com](http://www.pv-businessandtech.wikispaces.com)

Blog:

http://pvtechlab.wordpress.com

Objective of this course:

You will demonstrate a wide range of skills using a variety of commonly used software applications as used in the business world; while, developing metacognition skills.

# Classroom Guidelines:

Do not cause problems! If you do fix it, if you don’t I will do something (see map for details).

# Assignment Overview:

This is a self paces, self managed course. Assignments are posted on the wiki site as well as in print. Once you complete a task your instructor will sign off the assignment on your checklist. This is done to track your progress, monitor your work flow and give you immediate feedback. It also helps in saving money.

### Resources used:

1. GCFlearnfree.org is an online resource that provides an introductory resource to computer hardware and software.
2. Microsoft applications such as Word, Excel, Access and Power Point are the primary focus; the tasks follow a Shelly Cashman Vermast textbook titled, **Office 2007, Introductory Concepts and Techniques**.
3. Online applications such as Google Docs and Open Office are freeware applications that are also available and are becoming more popular and user friendly.

# Grades:

**Work Ethic:** Not causingproblems, staying focused, and setting goals

2 points a week

Points are lost when negative behaviors are redirected by instructor.

**Point Values:** are determined by the lowest point value is matched to the step-by-step follow the text assignments and the highest point values are when you apply the skills and tools you have learned and create a documents, spreadsheet or database by being creative and using critical thinking and problem solving skills on your own.

**Tasks:** *I value hard work, and observing you apply what you have learned; therefore, s*pecific tasks are assigned a point value lowest is lower thinking skills, higher points are when you are creative, thinking and applying what you have learned.